

PENALTY CALCULATION

STD. 208 (REV.1-2000)

Prepare an original and two copies

STATE AGENCY NAME

CONTACT PERSON (*Print*)

TELEPHONE NUMBER

CONTRACTOR/VENDOR

INVOICE NUMBER

INVOICE DATE

REFERENCE NUMBER(S)

CLAIM SCHEDULE NUMBER

PART A: PENALTY CALCULATION**STEP 1:**

Required Payment Approval Date

STEP 2:Amount Subject to Penalty (*Excluding Sales Tax*)

Daily Interest Rate

STEP 3:Penalty Per Day (*Multiply Step 2 by Daily Interest Rate*)**STEP 4:**

Number of Days Penalized

STEP 5:Penalty Amount (*Multiply Step 3 by Step 4*) Enter the result here

\$

Enter the Penalty amount below when the penalty is:

- To a small business; or
- Over \$75.00 for all other businesses

PART B: TOTAL PAYMENTPENALTY AMOUNT (*From Step 5*)—Enter on Remittance Advice

\$

TOTAL INVOICE AMOUNT (*Including Tax*)—Enter on Remittance Advice

\$

TOTAL DUE TO VENDOR—Enter on Remittance Advice

\$